

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
APPROVAL REQUEST**
STD. 72 (REV. 7-92) FMC

928

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

(1) DEPARTMENT, BOARD OR COMMISSION Department of Health Services
DIVISION, BUREAU OR OTHER UNIT Administration-Facilities Management Section GS No. 85458
ADDRESS 2151 Berkeley Way, Berkeley, CA 94704

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

CHECK THE APPROPRIATE BOX:
(2) ☐ New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)

(3) ☒ Revising a previous schedule. (Complete boxes 5 - 12.)
(A new approval number will be assigned.)

(4) ☐ Amending some pages of a previous schedule. (Complete boxes 8 - 12.)
(The original approval number will remain in effect.)

(5) SCHEDULE NUMBER H97-002 (If applicable)	(6) SCHEDULE DATE 4-22-97	(7) NUMBER OF PAGES Three	(8) CUBIC FEET (Total Schedule) 21
(9) SCHEDULE NUMBER(S) 176 (If applicable)	(10) APPROVAL NUMBER(S) 89-078	(11) APPROVAL DATE(S) 5-4-89	(12) PAGE NUMBER(S) REVISED 2

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS <i>John M. Hironaka</i>	(14) TITLE Facility Manager	(15) DATE SIGNED 4/22/97
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST <i>Joan M. Hironaka</i>	(17) TITLE Chief, Records Management	(18) NAME (Printed or Typed) Joan M. Hironaka	(19) TELEPHONE 323-4230	(20) DATE SIGNED 8/5/97
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PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE--DGS CONSULTANT <i>Patricia M. Hironaka</i>	(22) APPROVAL NUMBER 97-170
(23) TITLE Records Management Consultant	(24) DATE SIGNED 8/15/97

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

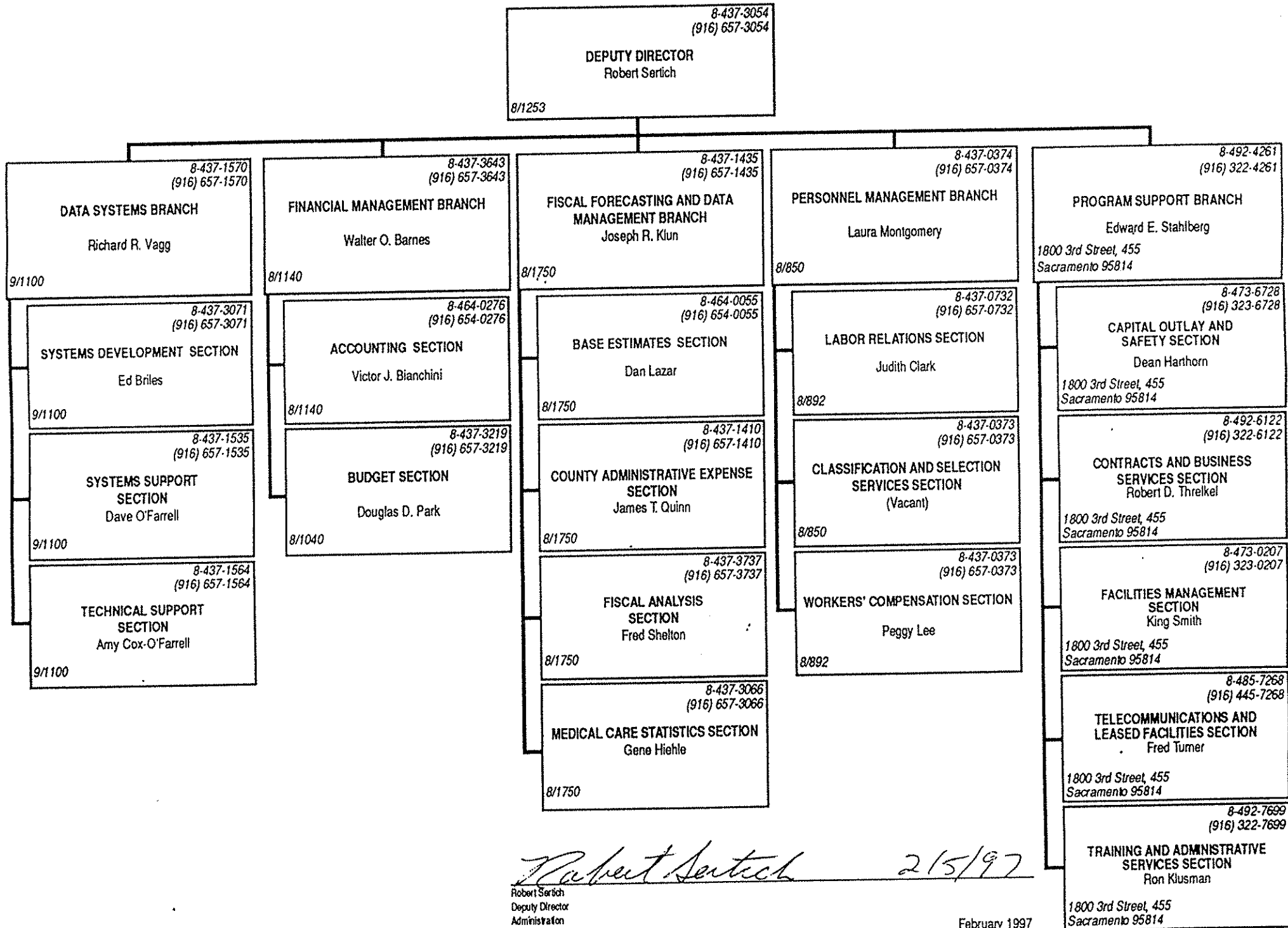
(25) ☐ Contains no material subject to further review by the California State Archives.

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

RECEIVED
SEP 11 1997
CALIFORNIA ARCHIVES

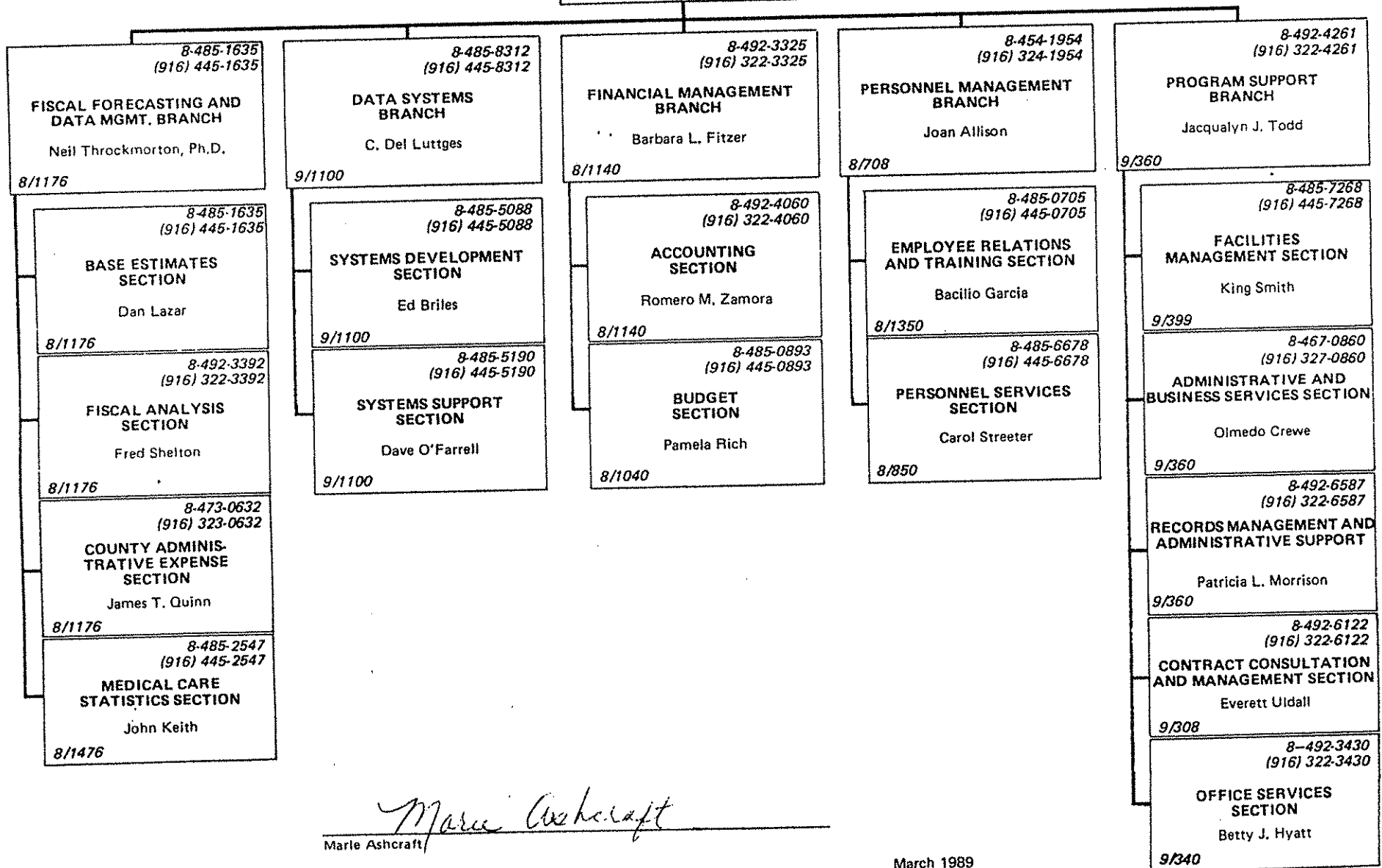
(27) SIGNATURE--CHIEF OF ARCHIVES <i>John M. Hironaka</i>	(28) DATE SIGNED 9/16/97
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CALIFORNIA DEPARTMENT OF HEALTH SERVICES
ADMINISTRATION



CALIFORNIA DEPARTMENT OF HEALTH SERVICES
ADMINISTRATION

8-485-0260
(916) 445-0260
DEPUTY DIRECTOR
Marie Ashcraft
8/1253



March 1989

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Services		SCHEDULE NUMBER (2) H97-002	DATE (3) 4-22-97
ORGANIZATIONAL UNIT Facilities Management Section GS No. 85458		PAGE 1	OF PAGES (4) 3
ADDRESS (Number Street City) 2151 Berkeley Way Berkeley		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-170	

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<p>PROGRAM DESCRIPTION</p> <p>The Facilities Management Section in Berkeley is responsible for building management and plant operations functions at all Department-owned buildings. More specifically this involves management of service and public works contracts, project development and management, building maintenance and repairs, and purchasing related to building maintenance.</p> <p>This facility is located at 2151 Berkeley Way and houses the Department's Division of Laboratories. This Records Retention Schedule includes the Sacramento Facilities Management Section's records.</p> <p>This schedule does not contain any vital records.</p>								

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*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1)

Health Services

ORGANIZATIONAL UNIT

Facilities Management Section GS No. 85458

ADDRESS (Number

Street

City)

2151 Berkeley Way

Berkeley

SCHEDULE NUMBER (2)

H97-002

DATE (3)

4-22-97

PAGE

OF

PAGES (4)

2

3

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

97-170

ITEM NUMBER <i>(Triple space between Items)</i> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <i>(Triple space between Items)</i> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
ADMINISTRATIVE RECORDS											
1	3	Hold / Retain Archives	General Subject Files	P	2 yrs				2 yrs		
2	5		Informal Personnel Files	P	Active + 2 Mo				Active + 2 Mo	XI	IPA 1798.40. PRA 6254. Confidential. Destroy 2 months after the employee leaves.
3.			Attendance Records	P	1 yr				1 yr		
4		Hold / Retain Archives	Position Duty Statements/ Appointment Documents	P	3 yrs				3 yrs		
5.			Records Retention Std. 72 & 73	P	Current				Current		Current until revised
6.			Records Disposal Bi-Annual Report	P	3 yrs				3 yrs		3 years or until no longer needed for reference or analysis, whichever is later.
PROGRAM FILES											
7	3		Contracts	P	3 yrs				3 yrs		Official audit file maintained by Contracts Management Unit.

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RECORDS RETENTION SCHEDULE

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See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Services		SCHEDULE NUMBER (2) H97-002	DATE (3) 4-22-97
ORGANIZATIONAL UNIT Facilities Management Section GS No. 85458		PAGE 3	OF PAGES (4) 3
ADDRESS (Number Street City) 2151 Berkeley Way Berkeley		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-170	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
8	6	Hold / Noting Archives	Facility Project Files	P		10 yrs			10 yrs		After ten years, project summary data will be extracted/recorded and the file destroyed. <u>Historical Building Renovation files.</u> Manager's decision.
9	2		Purchasing	P		2 yrs			2 yrs		Official audit files maintained in Business Services Section.
10	↓		Utilities	P		5 yrs			5 yrs		
11	2		Work Orders	P		2 yrs			2 yrs		
Total	21										
(Items 5&6 are new items)											

*Provide total of office and departmental